

Surplus Property Team Standard Operating Procedures

Job Title: Warehouse worker (Sam Wood)

Job Summary: Receive, price and sell merchandise at the Draper facility. Handle all remote site sales. Perform inventory duties, coordinate the auction process, and organize the property outside the Warehouse at the Draper Facility.

Tasks and Responsibilities – Daily (D), Weekly (W), Monthly (M), Quarterly (Q), Yearly (Y), and as Needed (AN)

- Sells surplus property at the Draper site. This includes helping customers, processing payments, and filing paperwork once property has been sold. (D)
- Operates and maintains an accurate inventory, records, report requirements, daily transactions and compliance checks. (D)
- Receives property into the Draper site. This includes counting, pricing property, placing it on the warehouse floor (or outside), and inputting information about in-coming property in the PLUS System. (AN)
- Coordinates the preparation and activities associated the State surplus property auctions. (AN)
- Drives all surplus trucks to pick-up property from agency locations. Operated the forklift to move property around at the Draper site. (D)
- Assists the Surplus Property Manager in security responsibilities at the Draper site. (D)
- Responsible to organize all surplus property inside and outside of the warehouse. (D)
- Responsible to process property that is salvaged or scraped. This includes the processing of the SP3 forms. (W)
- Reconciles the inventory records so that the paper inventory matches the actual items on the sales floor. (W)
- Locates, solicits, and markets state property. Continually solicits donees/customers to obtain knowledge of their immediate and potential property needs. Maintains an active “want-list.” (W)
- Process SP1’s, numbers, receives, prices, and locates incoming property on the warehouse floor to sell. (AN)
- Trains other Warehouse workers in the surplus property process. (AN)
- Oversees the transfer and trade-in of all agency property requests. (AN)
- Oversees all sealed bids to insure process compliance and documentation requirements. (AN)
- Conducts Agency surplus site visits to determine property-handling requirements. (AN)
- Maintain ATF records on all handguns. (AN)

Important processes I am responsible for or part of?

- Responsible to process, document and validate all firearms received by USASP. (AN)

Miscellaneous information to be used as a reference to complete the tasks or processes listed above

- See the attached "Input/ Output Form" for Warehouse workers

Quality control reports I run: Daily (D), Weekly (W), Monthly (M), and Yearly (Y)

- The following portions of the Surplus Property Weekly Report are submitted by the PUO: Estimated Value of Property Received and On-hand in \$, Public Sales and Account Receivables, Walk-in Customers, SP-1's Received, SP-1's Open, SP-1's Closed. (W)
- Complete the annual I.T. Equipment Report to the Legislature. (Y)

Person that backs me up when I am on vacation or sick?

- The other State and Federal Warehouse workers